

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



April 26, 1996

ALL COUNTY INFORMATION NOTICE I-23-96

TO: ALL COUNTY WELFARE DIRECTORS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation
- ☐ Change
- ☐ Court Order or Settlement
- ☐ Agreement
- ☐ Clarification Requested by
- ☐ One or More Counties
- ☒ Initiated by CDSS

SUBJECT: IMPLEMENTATION OF THE SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS
(SAVE) ONLINE SYSTEM FOR ALIEN APPLICANTS AND RECIPIENTS OF AFDC, FOOD
STAMP AND MEDI-CAL BENEFITS

REFERENCE: All-County Letter No. 88-131
All-County Welfare Directors Letter 88-59
All-County Welfare Directors Letter 88-68
All-County Welfare Directors Letter 92-48

This letter is to provide the County Welfare Departments (CWDs) with the necessary instructions to implement online access to the Systematic Alien Verification for Entitlements (SAVE) system. The Immigration and Naturalization Service (INS) expects the State to use this capability on an exception basis. The purpose of this access is to provide counties a more timely response to the existing SAVE system so that users can validate Alien Registration Numbers as part of the eligibility determination process for Immediate Need cases. The online system will also be used to validate certain Alien Numbers which are in a format that the current State's batch system cannot process.

SAVE was implemented under Section 121 of the Immigration Reform and Control Act of 1986 to verify the immigration status of all alien applicants for and recipients of AFDC, FS and Medi-Cal effective October 1, 1988. This letter and enclosures summarize the SAVE system online requirements. The enclosures are as follows:

- I Operational Procedures
- II Navigating Around the Online SAVE System

Several counties wanted the ability to submit 9-digit Alien Numbers to SAVE, but the State Department of Health Services (SDHS) system was only equipped to receive 8-digit Alien Numbers. One of the major reasons why the State pursued the idea of online access to SAVE was to eliminate the need for the State and the counties to modify their respective systems to send or receive the longer numbers.

Another reason why online access would be a useful feature would be to handle Immediate Need applications processed for aliens. This realtime capability will allow counties to complete the residence requirement check immediately, instead of waiting 2-3 days for the output from the batch system.

If you have any questions or require more information, you may contact Marty Bornstein of the SDHS Data Systems Branch at (916) 657-0798 or Gary Scriven of the California Department of Social Services Fraud Bureau at (916) 445-1851.



BRUCE WAGSTAFF
Deputy Director
Welfare Programs Division



FRANK S. MARTUCCI, Chief
Medi-Cal Eligibility Branch
State Department of Health Services

ATTACHMENT I - OPERATIONAL PROCEDURES

CONSTRAINTS OF THE ONLINE SYSTEM:

It is important to stress that the Immigration and Naturalization Service (INS) expects the State to use this capability on an exception basis. They are very concerned that the potential volume of data from California is so large that it could overwhelm their system and have a very adverse affect on response time. In order to minimize this risk, INS has authorized only a limited amount of California logons.

Unless processing an Immediate Need case or the format of the Alien Number is an Alpha prefix followed by 9 numerics, where the leftmost numeric value is not '0', you are encouraged to use the existing batch system.

Since there is no timeout feature on this system, as far as MMDS is concerned, a session is open until you logoff. MMDS can only handle a limited number of open online sessions, so the CWD is encouraged to logoff from the online SAVE system after having completed inquiries unless it is known that more will be done relatively soon.

In addition to the MMDS/INS concerns, the State also has a vested interest in limiting the number of inquiries. MMDS will charge the state \$0.16 for each online inquiry; they only charge a little more than \$0.02 for each batch inquiry. The State is bearing all of the MMDS charges for processing these inquiries, because this is to be done on an exception basis, the state will not authorize any additional devices to enter or screenprint this online information.

SECURITY ISSUES:

The security for this system was designed and is controlled by MMDS. A user must use one of the authorized logons and the current password associated with that logon. There is no device-specific security, so an authorized user could submit a request from any terminal that can get an HWDC or TN3270 logo.

Users will need to logon to Martin Murietta's system in order to access SAVE. If the user is not on a multi-session device, he or she would need to either logoff from the current session and logon to SAVE or use another terminal.

PASSWORDS:

CWD staff will be assigned a logon id in the HWCA001-HWCA250 series. The first time the system is accessed, use the logon id as the password. Then the user will be prompted to enter the password of choice. These passwords will be authorized for 45 days. At the end of the 45 days, a requester will be asked to enter the new password. No instructions have been issued by MMDS as to whether previously used passwords can be re-entered.

If this repeated changing of the password becomes too onerous, the possibility of developing a system similar to the Department of Motor Vehicle's can be explored where all online transactions are funneled to a centralized location that handles all of the logons and password maintenance.

If one of the workers forgets their password, the worker should call MMDS Customer Service at (800) 327-9250, identify themselves, and ask to have the password reset. In order to prevent unauthorized access, MMDS may check with the SDHS to see if the name, address, or phone number does correspond with the data that SDHS sent for that logon; so if there are any changes, submit them to SDHS via E-Mail to (MBORNSTE@DHSEMC2).

ACCESSING THE ONLINE SAVE SYSTEM:

Unfortunately many county devices in CPU-linked counties cannot access the online SAVE system. If in a CPU-linked county, SAVE cannot be accessed unless the CWD technical specialists have set up the screen definitions on the county logo screen to either display an HWDC logo or have set up a place on the screen to enter a command (other than the user id or password).

The following devices can access the online SAVE system:

- o Any state-leased MEDS terminal;
- o Any ISAWS TN3270 terminal;
- o Most terminals in CPU-linked counties where the logo screen has a command line.

To access the system from a MEDS terminal:

Get to the HWDC logo. The easiest way to do this is to get to the MEDS sign on screen. The cursor should be on the line that says:

DEPRESS ENTER KEY TO SIGNON (OR ENTER ANOTHER COMMAND).

Type one of these commands 'QUIT' or CSSF LOGOFF' (do not type the quotation marks). This should bring up the HWDC logo. From this screen, enter the command SAVE. This should bring up the Martin Murietta logo.

To access the system from an ISAWS TN3270 terminal:

Get to the screen that looks like this:

Enter the userid:

Password:

New Password:

Application:

Application id required, no installation default

Type the command 'CMSGH' on the Application line.
This should bring up the Martin Murietta logo.

To access the system from a county device in a CPU-linked county:

If a command can be entered on the logo screen, type in 'CMSGH'.
This should bring up the Martin Murietta logo.

If a command cannot be entered on this screen (other than user id/password), or if it can be done, but the connection to MMDS is not made, then the online SAVE system cannot be accessed from this device.

ATTACHMENT II - NAVIGATING AROUND THE ONLINE SAVE SYSTEM:

You should now see the screen below.

NOTE: Some TN3270 terminals do not display the entire screen.

VM/ESA ONLINE

Martin Marietta Information Systems
Orlando Data Center

```

      VV          VV MM M      M MM
      VV          VV MM M      M MM
      VV          VV MM M M    MM
      VV          VV MM M      MM
EEEEEEEEEEEEEE SSSSSSSSSSS MAAAAA
EE          VV SS      MM SS    AA  AA
EE          SS          AA      AA
EEEEEEEEEEEEEE SSSSSSSSSSS AAAAAAAAAAAAAA
EE          SS          SS AA      AA
EE          SS          SS AA      AA
EEEEEEEEEEEEEE SSSSSSSSSSS AA      AA
```

Fill in your USERID and PASSWORD and press ENTER
(Your password will not appear when you type it)

USERID ==>

PASSWORD ==>

COMMAND ==>

RUNNING H-SYSTEM

After you type in your logon and password, and depress the ENTER key, MMDS would display the system messages that all users see, then you will see a Welcome screen.

W E L C O M E
T O
T H E

T O T H E

S Y S T E M

S Y S T E M

CONTINUE

PRESS ENTER TO

Depress the Enter key to get to the input screen.

Now you will be at the actual screen that handles data. The cursor should automatically be positioned at the alien number input area. You must enter nine digits of alien data (include leading zeroes if needed) and hit the ENTER key. Do not include the leading 'A' in this field.

Below the alien number, the bottom portion of the screen will display output from SAVE i.e. name, DOB, etc. See ACL No. 88-131 dated September 29, 1988, for definition of alien information. None of the dates are formatted; neither is the SSN. If you depress PF5 or PF9, you will see a message referring you to the Immigration and Naturalization (INS) SAVE manual. We have requested that INS provide a copy of this manual, but have been told that they are in the process of revising the manual and will send it when the revisions have been completed. The revised information will be provided to counties.

IMMIGRATION AND NATURALIZATION SERVICE
CENTRAL INDEX SYSTEM - ALIEN STATUS VERIFICATION DISPLAY

Please enter the ALIEN NUMBER

Alien Number	:	
Last Name	:	
First Name	:	
Middle Name	:	
Date of Birth	:	(MMDDYY)
Country of Birth	:	
Alternate ID	:	
SSN	:	
Date of Entry	:	(MMDDYY)
INS Status	:	
Verification Number	:	

PF1 EXIT PF5 HELP

PF9 SECONDARY VERIFICATION INSTRUCTIONS

To get back to MEDS, first depress the PF1 key. This will bring you back to one of these three screens (you may need to depress the ENTER key):

- the screen with the ESA/VM logo -
enter VMEXIT on the command line and depress ENTER.
- the screen with the HWDC logo -
enter CICSE and depress ENTER.
- the screen with your county logo -
take whatever steps you would normally take to get to MEDS.